Notice of Funding Opportunity

U.S. Embassy Bogota Peace and Security for Colombian Women in Post-Accord Colombia

Announcement Type: Open Competition

Funding Opportunity Title: Peace and Security for Colombian Women in

Post-Accord Colombia

Catalog of Federal Domestic Assistance Number: 19.801

Funding Amount: \$ 722,000in Economic Support Funds

Expected Period of Performance: July 2016 through July 2017

Key Dates: Proposals due August 7, 2016

Executive Summary:

U.S. Embassy Bogota announces an open competition for organizations interested in submitting applications for projects that address the need to engage and support women, peace, minorities, and vulnerable populations through inclusive social, economic, political, leadership, and health programs, to promote women's participation in post-accord Colombia. Interested applicants can submit proposals for one or more of the below listed projects:

Project 1: Fighting Gender Based Violence

Women in rural areas have disproportionally suffered from the conflict. A successful proposal will conduct a series of workshops for displaced women and victims of sexual violence in Colombia's Pacific Coast. This zone is considered as one of the most affected by the internal armed conflict. The workshops will take place in three small cities on the Colombia-Ecuador border, and will be conducted by experts to strengthen victims' capacities. Projects should seek to creatively address mental health and psychosocial support to empower victims and raise awareness of the negative societal impact.

Project Cost: \$75,000.00

Project 2: Health awareness campaign against Female Genital Mutilation (FGM)

FGM, prohibited by the United Nations, is still prevalent among some of Risaralda/Choco's indigenous populations. A successful proposal will conduct workshops, targeting victims, community leaders, medical providers, and local government in the Emberá community to highlight the dangers of FGM.

Project Amount: \$30,000.00

Project 3: English Training for Girls

English skills can provide girls a competitive advantage when seeking employment. A successful proposal would provide English training modeled after the English Access Microscholarship Program to an average of 40 girls per program in the Choco, Caucata, Amazonas, Cauca, or Valle de Cauca Departments.

Program cost: Up to \$50,000.00 per program

Project 4: Developing Tourism Entrepreneurship

In line with the Ministry of Commerce, Industry and Tourism's priorities to change the image of Colombia, develop its tourism industry, and generate employment for women, a successful proposal will offer women the skills to take advantage of employment opportunities in this nascent sector in La Guajira, Mitu, Acandi, Nuqui, and Buenaventura.

Project Amount: \$80,000.00

Project 5: Workshop on USDA Organic/Fair Trade Labeling

As economic empowerment of women can indirectly reduce gender-based violence, this proposal would conduct workshops to certify women-owned and women-managed businesses with USDA Organic and Fair Trade labeling, a move many Colombian businesses are pursuing to start exporting their products.

Project Amount: \$60,000.00

Project 6: Stronger Women, Stronger Communities: Strengthening Ethnic Communities

The Choco department has one of the lowest education rates in Colombia. A successful proposal will conduct workshops, in conjunction with local communities' leaders and experts, to increase the number of women and girls in leadership roles. The workshops should target ethnic communities, to include participation of both indigenous and Afro-Colombian women leaders.

Project Amount: \$75,000.00

Project 7: TechCamp for Women in Barranquilla

The 2014 TechCamp for Women Entrepreneurs was successful in Cali, Colombia as demonstrated by an increase in reported sales. As economic empowerment of women can indirectly reduce gender based-violence, we would like to expand to Barranquilla. A successful proposal would conduct a TechCamp in Barranquilla for at least 40 women entrepreneurs.

Project Amount: \$30,000.00

Project 8: Women Leadership Campaign

A successful proposal will organize a series of workshops and/or roundtables led by prominent and successful female leaders to connect young women and emerging female leaders regarding community building, implementation of the peace accord, social responsibility, sexual exploitation, and ending the poverty cycle. The exercises should focus on training and connecting future female leaders, allowing them to create a network for the construction of peace in Colombia.

Project Amount: \$150,000.00

Project 9: Women Entrepreneurship Campaign and Training

A successful proposal would provide training/workshops in Quibdo, Colombia and will conduct training in basic business skills, entrepreneurship, and cooperative-building assistance in Putumayo, Colombia. The training/workshops will target women from the Afro-Colombian and Indigenous communities. In Quibdo, Colombia's poorest and most conflict-ridden department, some Afro-Colombian women entrepreneurs have found a niche in organic and nature-based bath, beauty and other products. In Putumayo, a region that suffers from conflict and coca cultivation, Afro-Colombian and indigenous women have tried to organize in cooperatives, but need additional support to structure their businesses. A competitive proposal would include a leadership and/or mentor component throughout the program.

Project Amount: \$ 55,000.00

Project 10: "Domestic Workers are Workers, Too"

Domestic workers are disproportionately women, single mothers, Afro-Colombians, and frequently victims of underpayment, 18-hour working days, racism, sexual abuse and even slavery. A successful proposal will organize an awareness-raising campaign on domestic workers' labor rights and how to seek redress.

Project Amount: \$40,000.00

Eligibility for this NOFO is limited to educational and research institutions, foreign public entities, businesses and business organizations (such as Chambers of Commerce), and not-for-profit and non-governmental organizations.

Separate grants for each project in FY 2016 Economic Support Funds (ESF) will be awarded under this NOFO.

The initial period of performance will be for July 2016 to July 2017. Funding authority rests in the Foreign Assistance Act of 1961, as amended.

All applicants should be familiar with OMB Circular 2 CFR Part 200.

Contact Person: Matthew Dorr <u>DorrMP@state.gov</u>, Paula Wikle WikleP@state.gov or Tracy Martin MartinTL4@state.gov.

Please read the entire NOFO package before submitting an application, and follow the steps immediately in order to submit before the deadline. Applications that do not meet the eligibility criteria and do not contain all of the required information will not be considered.

Program Description

A. Funding Opportunity Description

i. Background

Women in Colombia are victims of domestic violence, gender, and sexualbased violence, as well as forced displacement. They often lack equal access to basic social, economic, political, and property rights, especially in rural and minority communities. Despite the 2012 launch of Colombia's first National Gender Policy outlining strategies for female empowerment and gender equality in a range of areas, including anti-violence plans and the protection of internally displaced women, serious problems remain due to weak implementation of the related laws. Violence against women continues to be underreported for reasons related largely to a lack of confidence in the government's response, fear of reprisal, or reasons of shame. In 2015, five female governors and 133 female mayors were elected; female representation in both positions increased from 2011 when three women were elected governor and 108 mayor. (Note: In total, Colombia has 32 governors and 1109 mayors. End note.) In 2015, the government reported women also occupied 226 of the Executive branch's 601 high-level decision-making positions.

Following the initiation of peace negotiations between the Colombian government and the Revolutionary Armed Forces of Colombia (FARC) in Havana, the government appointed two women sub-commission participants in 2013. Presently, one female sub-commission representative remains on the team. The Colombian government also approved the participation of a female FARC representative in the talks. Colombian Foreign Minister Maria Angela Holguin also played a pivotal role in the negotiations for the government. In 2014, government and FARC negotiators established a gender subcommittee comprised of representatives from both sides, which reviews all agenda items to ensure the agreements take gender-based perspectives into consideration.

ii. Program Goals

Embassy Bogota seeks to engage and support women, peace, minorities, and vulnerable populations through inclusive social, economic, political, leadership, and health programs to promote women's participation in post-accord Colombia.

iii. Main Activities

Conduct a series of workshops, training, campaigns, and a conference to meet the goals of preparing Colombian women to be an active part in a post-accord Colombia.

iv. Expected Results and Performance Indicators

Economic Empowerment: Through training in digital media, English language, entrepreneurship, and business skills, help 2,000 women generate additional income and grow their business to end the cycle of poverty that disproportionately affects women.

Political Empowerment: Create a network of at least 200 Colombian women leaders so that they can play a more important role in post-accord Colombia, while also serving as mentors to at least 400 Colombian women, and reaching via a media campaign, at least 5,000 girls and women.

Inform at least 200 domestic employees of their rights, and reach 1000 Colombians through a campaign on the rights of domestic employees.

Health: Helping communities discuss the medical problems that often arise during FGM.

B. Federal Award Information

i. Available Funding and Legislative Authority

The source of this funding is Economic Support Funds and/or D&CP (PD) Funds.

ii. Summary of Award Information

Type of Award:	
Appropriated Fiscal Year of Funds:	
Approximate Total Funding:	
Approximate Number of Awards:	
Anticipated Award Date:	
Anticipated Project Completion Date:	

iii. Deadline

	. – •
Deadline for Applications:	August 7, 2016
Beachine for applications.	1148450 7, 2010

C. Eligibility Information

Applications by applicants which do not meet the eligibility by the time of an application deadline will result the application not being reviewed.

- 1. Eligible Applicants: Eligibility for this NOFO is limited to educational and research institutions, foreign public entities, businesses and business organizations (such as Chambers of Commerce), and not-for-profit and non-governmental organizations.
- 2. Cost-Sharing or Matching encouraged, but will not be a factor for consideration in the panel review criteria. Applicants should show any cost share in the budget proposal.

D. Application and Submission Information

1. Address to Request Application Package

2. Content and Form of Application Submission

Please read the entire NOFO and follow the guidelines for proposal preparation below.

Applicants must include the following in the proposal submission. **All submissions must be in English.**

- 1. Table of Contents that lists application contents and attachments (if any);
- 2. Completed and signed SF-424, SF-424A and SF424B, as directed on www.grants.gov. The Certifications and Assurances that your organization is agreeing to in signing the 424 are available at https://statebuy.state.gov/fa/;
- 3. If your organization engages in lobbying activities, a Disclosure of Lobbying Activities (SF-LLL) form is required;
- 4. Proposal Narrative (not to exceed 10 pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins), following the structure described below. The proposal narrative should identify inputs, outputs, and outcomes of the proposal activities, timelines, and any qualitative or quantitative targets, and impact.
- 5. Summary and detailed Budget in USD, in Excel, using the format shown in the budget template;
- 6. Detailed Budget Narrative (not to exceed 6 pages) that includes an explanation for each line item in the spreadsheet, as well as the source and description of any cost share offered;
- 7. Monitoring and Evaluation Plan detailing how the project's impact and effectiveness will be monitored and evaluated throughout the project, using the attached template.
- 8. Attachments may be included, (letters of commitment from the applicant institution and sub-award partners, CVs of key personnel, project experience, etc.) but should not be unreasonably lengthy; see NOFO for details on required attachments, if any;
- 9. If your organization has a negotiated indirect cost rate agreement (NICRA) and includes NICRA charges in the budget, include your latest NICRA as a pdf file;
- 10.A PDF file copy of your organization's most recent financial audit; 11.Number all pages, including budget and addenda;

Applicants under consideration for an award will likely be subject to a preaward survey to determine fiscal responsibility and ensure adequacy of financial controls. This survey contains a list of criteria for determining whether the applicant's accounting system meets the minimum standards to be eligible for USG funding. These standards include appropriate accounting software and written financial management policies and accounting procedures. The pre-award survey will involve assessing the extent to which these are in place within an organization and being actively implemented.

3. Unique Entity Identifier and SAMS

The System for Award Management is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about SAM.gov and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: http://statebuy.state.gov/fa/Pages/SAMInfo.aspx. Foreign-based applicants are strongly encouraged to review these guides when creating an account with SAM.gov.

Each applicant is required to: (i) Be registered in SAM.gov before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Department of State may not make a Federal award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department of State is ready to make a Federal award, DOS may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active SAM.gov account, applicants must renew it at least once each year. If an organization's account expires, the organization cannot submit a grant application until it is renewed.

4. Submission Method and Dates

Completed applications should be submitted electronically via email to Matthew Dorr DorrMP@state.gov, Paula Wikle WikleP@state.gov or Tracy Martin MartinTL4@state.gov. Please follow all NOFO instructions carefully and start early to ensure you have time to collect all of the required information. All applications must be submitted by August 7, 2016. Applications received after the deadline will not be considered, unless a late filing has been approved in advance by the Department of State.

- **5. Funding Restrictions:** The following activities and costs are not covered under this announcement:
 - Construction is not an allowable activity under this award.
 - Activities that appear partisan or that support individual or party electoral campaigns;
 - Direct support or the appearance of direct support for any religious organization, to include repair or building of structures used for religious purposes.
 - Military assistance of any kind, including weapons buy back or rewards programs.
 - Purchase of firearms, ammunition, or removal of unexploded ordnances.
 - Para-police (i.e., militias, neighborhood watch, security guards) and prison-related projects. This restriction includes no funding of any secondary need in a law-enforcement organization.
 - Payments for any partner government, military or civilian government employee salary or pension.
 - Vehicle purchases to include motorcycles. (However, farm equipment, such as small tractors, and transportation costs will be considered.)
 - Duplication of services immediately available through municipal, provincial, or national government.
 - Funds for market research, advertising (unless public service related to grant program) or other promotional expenses.
 - Expenses made prior to the approval of a proposal or unreasonable expenditures will not be reimbursed.

E. Application Review Information

1. Criteria

<u>Proposal Narrative:</u> This section should identify the importance and relevance of the applicant's proposal to the broader U.S. policy objectives on gender equality as well as relevance to the program objectives of the Department of State as described under the first two Sections of this solicitation. Emphasis will be placed on the extent to which the proposed activity complements existing efforts in the country or fills a gap and does

not duplicate other programs, including those funded by the USG. A compelling statement of need for the program, with regards to gender equality, female empowerment, women's voice in the peace process, and limitations on resources in the proposed location, will be given great consideration by the review panel.

<u>Budget:</u> This section should identify costs and expenses anticipated under the applicant's proposal. Costs shall be evaluated for realism, control practices, and efficiency. The Department of State must determine that the costs paid for this award are reasonable, allowable, and allocable to the proposed project activities. This will consist of a review of the Budget to determine if the overall costs are realistic for the work to be performed, if the costs reflect the applicant's understanding of the allowable cost principles established by OMB Circular A-122, and if the costs are consistent with the program narrative.

i. Criteria Components

- 1. Executive Summary:
- 2. Organizational Capacity and Past Performance: The organization has sufficient depth of experience, capacity, and talent to implement the proposed program as described in this announcement. Individual organizations staff are well qualified. The organization will collaborate with other local entities to the maximum extent possible. Where collaborators are proposed, the applicant (a) describes the rationale for the collaboration; (b) each partner's respective role; and (c) how the partnership will enhance the accomplishment of the project goals.
- 3. Program Strategy: The applicant must demonstrate that the project strategy and design are likely to achieve the proposed results and that proposed activities and timeframes are reasonable and feasible. Applicants will be judged on the following criteria:
 - The proposal describes in detail how project activities will be accomplished and reasonably outlines the potential for the project to have positive impacts through the program objectives and elements as described in Section A.
 - The proposal describes how the proposed activity complements existing efforts in support of gender equality and advancing the status of women and girls, including that supported by the U.S. government

- in the country, is innovative, fills a programmatic gap in the area, leverages existing platforms, and does not duplicate other programs. The proposed project promotes linkages across sectors and platforms, for example, connecting actors and mechanisms in the private, education, economic, or political sectors. Other linkages could include across social, political, and economic levels of society.
- The proposed project presents a thoughtful analysis of the needs affecting vulnerable populations; integrates these populations as well as men and boys in program design and implementation; and shows concrete outputs and outcomes for project beneficiaries
- 4. Performance Monitoring and Evaluation: The applicant clearly describes the results and benefits to be achieved. The applicant identifies how program results will be measured by specifying key indicators and providing program milestones indicating progress. Proposed outcomes are tangible and achievable within the grant project period.
- 5. Management Plan: Applications will be evaluated on the likelihood of local sustainable results that will endure beyond the term of the project and the effectiveness of project inputs. The application clearly describes through a work plan or other relevant documentation substantive undertakings through measurable and achievable goals and activities. The application clearly describes how the project could be expanded or scaled to more broadly address the peace-building and conflict resolution at the local, national, and/or regional level. Proposals will be evaluated on applicant's strategy for local institutionalization, sustainability, scalability, and reasonableness by demonstrating ownership of local organizations, and presenting proof of multiplier effect.

ii. Budget Components

- 1. Budget Appropriateness: Project budget and budget narrative are aligned with the proposed activities and explains the line items and criteria as directed. Costs are reasonable, allowable, and allocable to the proposed project activities.
- 2. Cost-effectiveness: Provide a brief analysis in the budget narrative of why the proposed project is cost-effective. Applicants are encouraged to consider the relationship between their proposed funding amount requested and the impact that the project will have on direct and indirect beneficiaries.

Any proposed project inputs should be procured at the least cost for the relevant level of quality.

Evaluators will judge each application individually against the following criteria, listed below in order of importance, and not against competing applications.

Quality of Project Idea

Applications should be responsive to the NOFO, appropriate in the country/regional context, and should exhibit originality, substance, precision, and relevance to the Embassy's mission of promoting gender equality and advancing the status of women and girls. The Embassy prioritizes innovative and creative approaches rather than projects that simply duplicate or add to efforts by other entities. This does not exclude projects that clearly build off existing successful projects in a new and innovative way from consideration. In countries where similar activities are already taking place, an explanation should be provided as to how new activities will not duplicate or merely add to existing activities and how these efforts will be coordinated.

Project Planning/Ability to Achieve Objectives

A strong application will include a clear articulation of how the proposed project activities contribute to women's and girls' empowerment, the overall project objectives, and each activity will be clearly developed and detailed. A comprehensive monthly work plan should demonstrate substantive undertakings and the logistical capacity of the organization. Objectives should be ambitious, yet measurable results-focused and achievable in a reasonable time frame. If applicable, applications should identify target areas for activities, target participant groups or selection criteria for participants, and the specific roles of sub-awardees, among other pertinent details. In particularly challenging operating environments, applications should include contingency plans for overcoming potential difficulties in executing the original work plan and address any operational or programmatic security concerns and how they will be addressed.

Partnerships and Engaging Stakeholders

Applications should address how the project will engage relevant stakeholders and should identify local partners as appropriate. If local partners have been identified, the Embassy strongly encourages applicants to submit letters of support from proposed in-country partners. Applicants should describe mechanisms to build partnerships and engagements with women's associations, local community based organizations, women's organizations, international NGOs, international organizations, diplomatic partners, the private sector, and others critical to the shared aim of women's empowerment. Additionally, applicants should describe the division of labor among the direct applicant and any local partners.

Institution's Record and Capacity

The Embassy will consider the past performance of prior recipients and the demonstrated potential of new applicants. Applications should demonstrate an institutional record, including responsible fiscal management and full compliance with all reporting requirements for past grants. Proposed personnel and institutional resources should be adequate and appropriate to achieve the project's objectives.

Cost Effectiveness

The Embassy strongly encourages applicants to clearly demonstrate project cost-effectiveness in their application, including examples of leveraging institutional and other resources. However, cost-sharing or other examples of leveraging other resources is not required and does not need to be included in the budget. Inclusion in the budget does not result in additional points awarded during the review process. Budgets however should have low and/or reasonable overhead and administration costs and applicants should provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the project objectives.

Multiplier Effect/Sustainability

Applications should clearly delineate how elements of the project will have a multiplier effect and be sustainable beyond the life of the grant. A good multiplier effect will have an impact beyond the direct beneficiaries of the grant (e.g. participants trained under a grant go on to train other people, workshop participants use skills from a workshop to enhance a national level election that affects the entire populace, project outcomes can be championed by others aside from

direct implementers). A strong sustainability plan may include demonstrating continuing impact beyond the life of a project or garnering other donor support after the Embassy funding ceases.

Project Monitoring and Evaluation

Complete applications will include a detailed plan (both a narrative and table) of how the project's progress and impact will be monitored and evaluated throughout the project. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and results (intended and unintended) of a project. Applications should demonstrate the capacity to provide objectives with measurable outputs and outcomes and engage in robust monitoring and assessment of project activities

2. Review and Selection Process

The Embassy strives to ensure each application receives a balanced evaluation by a Review Panel. All applications for a given solicitation are then reviewed against the same criteria, which includes quality of project idea, project planning/ability to achieve objectives, institution's record and capacity, cost effectiveness, multiplier effect/sustainability, and project monitoring and evaluation.

In most cases, the Review Panel includes representatives from the Political Section, the Economic Section, the Public Affairs Section, and the Financial Management Section. In some cases, additional panelists may participate, including from other Department of State bureaus or offices, U.S. government departments, agencies, or boards, representatives from partner governments, or representatives from entities that are in a public-private partnership with the Embassy

Review Panels may provide conditions and recommendations on applications to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

3. Designated Performance and Integrity System (currently FAPIIS)

The Department of State, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

F: Federal Award Administration Information

1. Award Notices

The grant shall be written, signed, and awarded by the Grants Officer and administered by both the Grants Officer and the Grants Officer Representative. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document, and it will be provided to the Recipient through either mail or facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Issuance of this NOFO does not constitute an award commitment on the part of the Government nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Furthermore, the Government reserves the right to reject any or all proposals received.

2. Administrative and National Policy

Prior to submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure they will be able to comply. The terms and conditions are available on the State Department's procurement website at: http://fa.statebuy.state.gov/

Applicants should also be familiar with the OMB circular that will apply to this cooperative agreement: OMB Uniform Guidance: Cost Principles, Audit, and

Administrative Requirements for Federal Awards (2 CFR Chapter I, Chapter II, Part 200, et al.)

3. Reporting Requirements

The Recipient, at a minimum, shall provide financial, progress, and final reports. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English.

i. Financial Reports

The Recipient is required to submit quarterly financial reports throughout the project period, using Form FFR SF-425, the Federal Financial Report form, as well as forms suggested by the Grants Officer Representative. Form FFR (SF-425) can be found on OMB's website here: http://www.whitehouse.gov/omb/grants_forms/. Financial reports are due 30 days after the end of each fiscal year quarter.

ii. Progress Reporting

While the grantee will be in frequent contact with the U.S. Embassy Bogota concerning the project details, the grantee is required to submit quarterly program progress reports using page 1 of Form SF-PPR Performance Progress Report, which can be found at OMB's website http://www.whitehouse.gov/omb/grants_forms as well as forms suggested by the Grants Officer Representative (GOR). The U.S. Embassy Bogota may provide a more detailed reporting template. Progress reports are due 30 days after the end of the quarterly reporting period.

iii. Final Report

The final report will be due no later than ninety days after completion or termination of all project activities. The Final Report shall include the following elements: executive summary, successes, outcomes, how the project has increased science capacity in the regions selected and addressed the other goals of the project, and a final financial report.

G: Agency Contact